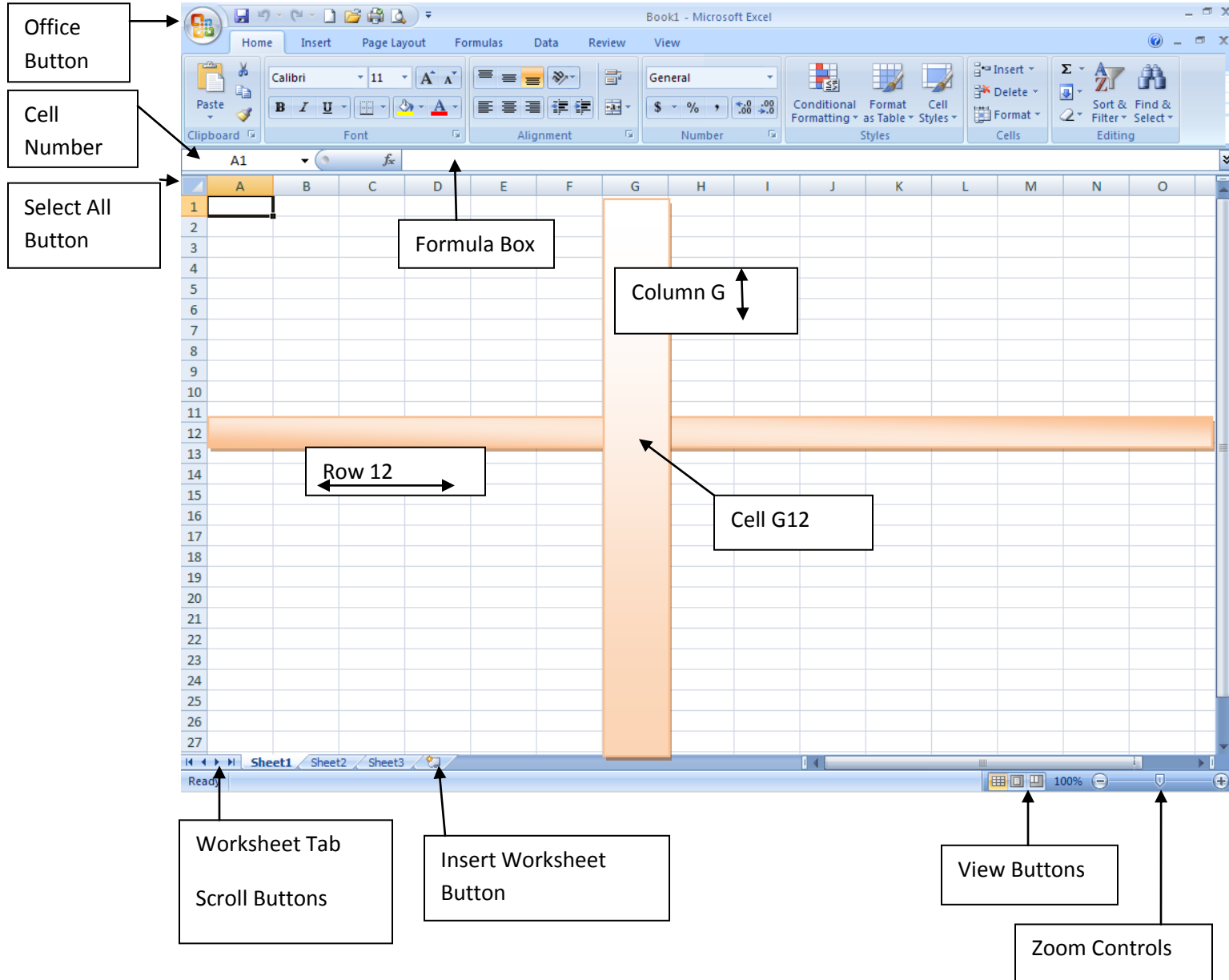


## PARTS OF A SPREAD SHEET



## MOVING AROUND IN THE SPREADSHEET

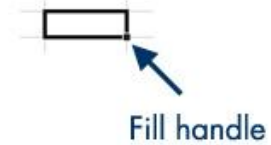
|             | Effect   |
|-------------|--|
| Tab         | Moves selection to the right to next cell in same <b>row</b> |
| Shift-Tab   | Moves selection to the left to previous cell in same row     |
| Arrow keys  | Move selection one cell in any direction                     |
| Shift-Enter | Moves selection up to previous cell in same <b>column</b>    |
| Enter       | Moves selection down to next cell in same column             |
| Scroll bars | Scroll vertically and horizontally through the spreadsheet   |

## AUTOFILL

The bottom right corner has a small black square called Fill Handle.

Dragging the Fill Handle across cells will continue with a pattern, such as

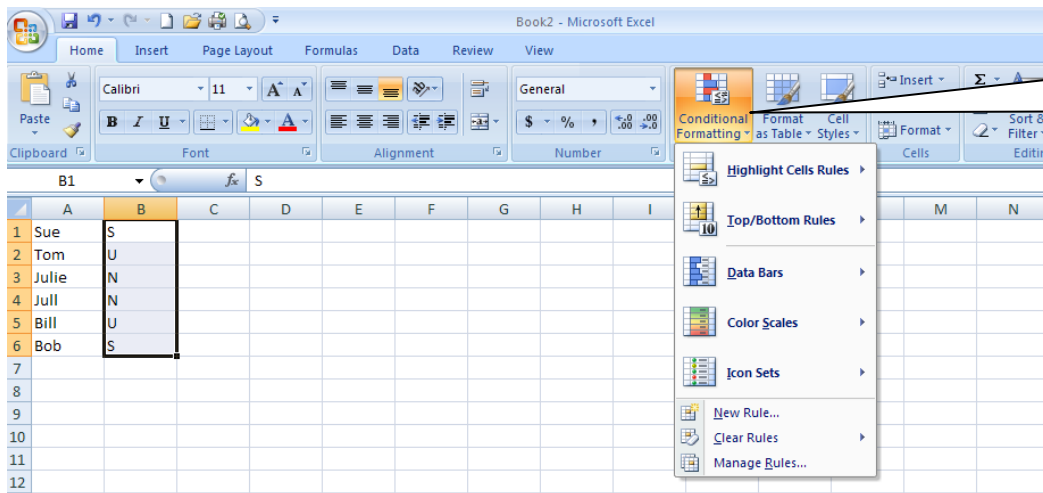
numbering, days of the week or month.



## OTHER OPTIONS

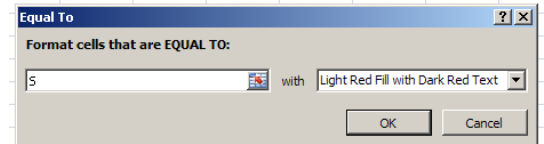
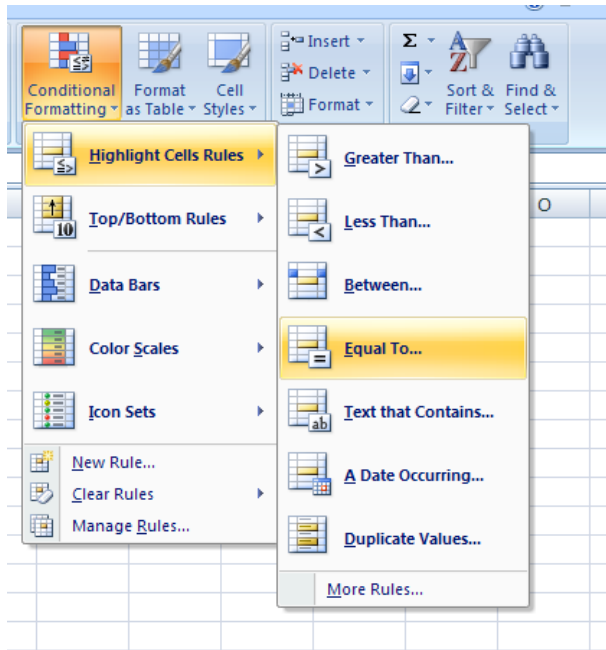


CONDITIONING FORMATTING allows you to highlight selected cells.



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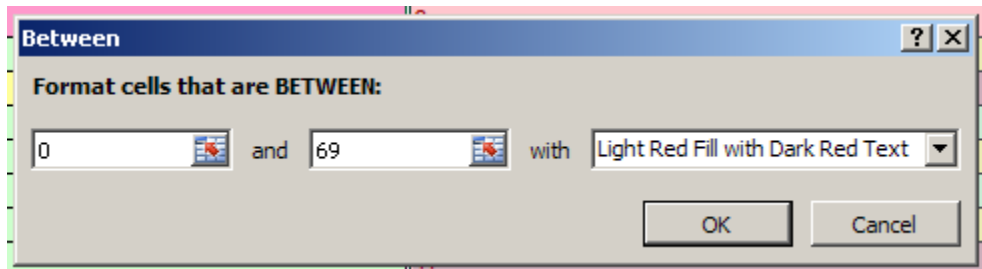
To have the S's a certain color. Conditional Formatting...Highlight Cells Rules...Equal To...



### Highlight #'s that represent S, N, U

Conditional Formatting....Between...

To highlight #'s that represent U's



### HOW TO WRITE FORMULAS

First: =

Second: =SUM

Third: Highlight the cells you want to include. They will automatically be included in the formula =SUM(A1:A5)

The formula used to add cell A1 to A5 : = SUM(A1: A5)

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The formula used to average cell A1 to A5: =AVERAGE(A1:A5)

The formula used to count the number of rows from cell A1 to A5: COUNT(A1:A5)

### **FORMULAS FROM GRADE BOOK SPREADSHEET**

Count all of the S's =COUNTIF(B5:B25,"S")

Count all of the N's =COUNTIF(B5:B25,"N")

Count all of the U's =COUNTIF(B5:B25,"U")

Count the grades from 100 to 87 =COUNTIF(C5:C25,">=87")

Count the grades from 71-86 =COUNTIF(C5:C25,">=70")-COUNTIF(C5:C25,">86")

Count the grades from 0 -70=COUNTIF(C5:C25,"<=70")

### **SYMBOLS FOR FORMULAS**

+: Addition

-: Subtraction

\*: Multiplication

/: Division

^: Exponentiation

### **ORDER OF OPERATION**

1. Any operations that are in parentheses, from left to right
2. Exponentiation (^)
3. Multiplication (\*) and division (/)
4. Addition (+) and subtraction (-)

### **SORT**

To sort a single column alphabetically or numerically in increasing or decreasing order:

- Click on the column letter to select the entire column
- Click the "A-Z" button on the toolbar. One A-Z button has an arrow pointing up, and one has an arrow pointing down.
- NOTE: If you do this sort, the row items will no longer be together.

To keep cells on a row all together, but still put the rows in increasing or decreasing order, do the following:

- Select ALL OF THE COLUMNS.
- Click the Data menu, then Sort.
- In the dialog box, select the column heading by which you wish to sort.

## **Filter**

- Filter is similar to sort, but rather than just changing the order of items, it “hides” items. Filtering applies to VIEWING and to PRINTING the sheet, but at all times the data is still in the spreadsheet and can be retrieved by removing the filter. Filtering can only use data in one column at a time.
- To apply a filter, select one column by clicking on the heading letter of the column. Choose the Data menu, then Filter, then AutoFilter. A checkmark appears next to AutoFilter.
- As you look at the selected column, notice there is now a small “drop-down menu” triangle on the top right side of the column. Click this triangle button and select the item you wish to SEE. All rows that do not contain the selected data will disappear. To change the data on which you filter, click the triangle button again and choose a different item.